

Construction Services & Inspections

ONE STOP SHOP

Commercial and Multi-Family Residential Projects

Permitting and Plan Review Packet



[Table of Contents](#)

Overview/General Information

Contact Information

Building Safety Preliminary Review Meetings

Request Form & Initial Questions for Building Safety Preliminary Review Meeting

Design Professional Requirements

Code Summary and Life Safety Plan Requirements

Surveys and Site Plans

Fire Code Site Development Information

WLSSD Capacity Availability Fee

Fats, Oils and Grease Ordinance Compliance

Commercial Energy Code Compliance

Permit Fee Schedule

Special Inspection Form and Instructions

UDC Zoning Compliance Summary

Sustainability Checklist

Plan Intake Checklist

Project Information Worksheet

To learn the make up and use of the Minnesota State Building Code, check the following web link:
http://www.dli.mn.gov/CCLD/PDF/sbc_makeup.pdf

Zoning regulations are the Unified Development Code. The UDC, maps and other information is available at:
http://www.duluthmn.gov/building_safety/index.cfm

Visit the One Stop Shop web page at <http://www.duluthmn.gov/onestop/index.cfm> for links to Planning, Engineering and Building Safety information.

<http://www.duluthmn.gov/onestop>

411 W 1st St, Room 210
Duluth MN 55802
Phone: 218.730.5240

Overview/General Information

Permit applications are made and plans are submitted through the Land Use Technicians working at the One Stop Shop in the Building Safety office, Room 210, City Hall.

Use the Plan Intake Checklist to assemble the complete set of documents required for your project.

Provide a project valuation upon which permit and plan review fees will be based.

Duluth Building Safety will accept permit applications and plans for Foundation and Sitework permits, with a Superstructure permit reviewed and issued later, but this is at the permit holder's risk in accordance with Minnesota State Building Code Section 1300.1300.0130 Subp. 8. Further phasing of permitting of projects is not generally acceptable. Use the Plan Intake Checklist to assemble the plans for phased projects.

Land Use Technicians will accept a permit application and plan submittal only when the submittal is complete, meaning each item required for the project is provided and with the correct number of copies. When Planning Commission or City Council approval is required it must be obtained prior to permit submittal and the complete approval documents must be filed with the permit application package. The applicant must contact WLSSD for a CAF unit determination and submit plans and obtain written approval from the FOG project coordinator if applicable prior to issuance of the building permit.

Once a permit application and plans are accepted, the plan review will be scheduled based on the type of project and current workload. Land Use Technicians will notify the applicant, owner, and design professional by email of the scheduled week of review. Plan review comments can be expected via email during the scheduled week or the following week.

Land Use Technicians will route plans for required reviews, including to Engineering, Planning, Fire Marshal's Office and Zoning and if needed notify WLSSD and the FOG project coordinator.

Plan reviewers from each department will review and if needed contact the applicant with comments or questions. Building code review comments will be via email.

If revised or additional plans are required for building code review, they are to be submitted via the Land Use Technicians at the One Stop Shop in the Building Safety Office. Plans examiners will review revisions to plans as soon as possible as the scheduled workload allows and will provide additional comments or complete building plan approval as appropriate.

Land Use Technicians will coordinate and collect approvals from all required entities and, when all approvals are obtained, will notify the applicant that the permit is ready. Permit and plan review fees are payable at the time the permit is issued.

Contact Information for Permitting and Plan Review

ONE STOP SHOP

General Information about the Construction & Development Process
218/730-5240
Room 210, City Hall

BUILDING SAFETY Construction Services & Inspections

Land Use Technicians

Permits/Plan Intake/General Zoning Info
218/730-5240

Plans Examiner Leadworker

Kim Skye Zeleznikar
218/730-5158
kzeleznikar@duluthmn.gov

Plans Examiners

Robert Aho
218/730-5153
raho@duluthmn.gov

Scott Erickson
218/730-5152
serickson@duluthmn.gov

Plumbing Plan Review

218-730-5161

Inspectors

218-730-5161

Building Official

Dan Nelson
218/730-5162
dwnelson@duluthmn.gov

Supervisor, Permit Processes

Wendy Rannenberg
218/730-5159
wrannenberg@duluthmn.gov

Main Building Safety Office

218-730-5300

PLANNING

Zoning Coordinator – Planner II

Kyle Deming
218/730-5144
kdeming@duluthmn.gov

Senior Planner

Steven Robertson
218/730-5295
srobertson@duluthmn.gov

Planning Manager

Cindy Petkac
218/730-5331
cpetkac@duluthmn.gov

Main Planning Office

Scheduling Planning Pre-Application Meetings
218/730-5580

FIRE PREVENTION

Fire Marshal

Marnie Grondahl
218/730-4398
mgrondahl@duluthmn.gov

ENGINEERING

Coordination of Engineering Review

Bill Bergstrom
218/730-5078
bbergstrom@duluthmn.gov

Project Coordinator - Fats Oils & Grease Compliance

Chris Kleist
218/730-4063
ckleist@duluthmn.gov

WESTERN LAKE SUPERIOR SANITARY DISTRICT

Capacity Availability Fee Information

Dan Belden
218/722-3336
dan.belden@wlssd.duluth.mn.us

Contact Information for Permitting and Plan Review

ONE STOP SHOP

General Information about the Construction & Development Process
218/730-5240
Room 210, City Hall

BUILDING SAFETY Construction Services & Inspections

Land Use Technicians

Permits/Plan Intake/General Zoning Info
218/730-5240

Plans Examiner Leadworker

Kim Skye Zeleznikar
218/730-5158
kzeleznikar@duluthmn.gov

Plans Examiners

Robert Aho
218/730-5153
raho@duluthmn.gov

Scott Erickson
218/730-5152
serickson@duluthmn.gov

Plumbing Plan Review

218-730-5161

Inspectors

218-730-5161

Building Official

John Gulland
218/730-5163 or 730-5161
jgulland@duluthmn.gov

Permit Process Supervisor

Wendy Rannenberg
218/730-5159
wrannenberg@duluthmn.gov

Main Building Safety Office

218-730-5300

PLANNING

Zoning Coordinator – Planner II

Kyle Deming
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Senior Planner

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City of Duluth
Fire Department - Building Safety

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Building Safety Preliminary Review Meetings

Building Safety preliminary review meetings are a free service provided to architects, engineers, owners, builders and others in the development community as an opportunity to introduce projects to Building Safety, Zoning and Fire Marshal staff. These meetings are a chance for questions and clarifications regarding code requirements and presentation of reasoning for alternate methods or modifications and for requests for code interpretations. If you need to meet with other departments involved in development, contact Planning at 218/730-5580 or Engineering at 218/730-5200.

Designers can meet with plan review staff to review big-picture issues and address areas of specific concern at an early stage. Preliminary review meetings are not a replacement for a detailed review of final plans, but if conducted in advance of completing the construction documents, can reduce time required to address major issues discovered during final plan review

Preliminary review meetings are available on Wednesdays and are generally scheduled for a duration of 45 minutes. If you believe more time is needed, please let us know ahead of time so we can manage our time accordingly.

To schedule a pre-review meetings, complete the **Request Form & Initial Questions for Building Safety Preliminary Review Meeting** and email it to wrannenber@duluthmn.gov.

The deadline to request a Wednesday meeting is the Friday of the previous week. You must provide the address or legal description of the project and indicate whether you need building code, zoning, engineering and or fire marshal staff present at the meeting.

Any comments provided in meetings by staff will be based on the information provided by the applicant. Changes to the proposal, additional information acquired after the meeting, changes to policies or effective codes or requirements after the preliminary review meeting may affect the validity of feedback given at the meeting. **The pre-application process does not constitute plan review of a project or proposal. A final determination of standards and conditions of approval cannot be made until a permit application and complete set of plans is submitted for review.**

In order to make this service as effective and productive as possible we have established the following criteria:

- ☐ For commercial projects a design professional must be present at preliminary review meetings.
- ☐ Do the research.
 - *Use the records and resources available in Building Safety and Engineering prior to the meeting. Know the pertinent development history of the building and the site.*
 - *Know the applicable code requirements. Consult the State Building Code, State Fire Code and UDC (zoning regulations) prior to the meeting.*
- ☐ Provide in writing at the time of making the meeting request:
 - *A narrative describing the project and including any pertinent history of the building or site. This should be prepared to provide all information necessary to give a thorough understanding of the proposal.*
 - *A written code summary for the building evaluating zoning, fire and building code requirements*
 - *Specific questions for staff comment.*
 - *Requests and rationale for modifications or approval of alternate methods.*
 - *Plans and a code summary should be provided at preliminary-review meetings. Please provide enough materials for 5 staff. At least one copy should be no larger than 11x17 for our records.*
- ☐ **We require that meeting notes be taken by the customer and a copy provided to Building Safety for review. This allows clear and mutual understanding of the issues discussed and comments made at the meeting.**



City of Duluth
Fire Department - Building Safety

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Request Form & Initial Questions for Building Safety Preliminary Review Meeting

To request a preliminary review meeting, please provide the following information and email this form to email it to wrannenber@duluthmn.gov. You will be provided with a selection of available meeting times.

Project Address or legal description:

Project Owner:

Design professional contact info:

Indicate type of staff requested at meeting:

- ☐ Building Official
- ☐ Building Plans Examiner
- ☐ Zoning Coordinator
- ☐ Fire Marshal

**Contact information for
other departments:**

Engineering 730-5200
Planning: 730-5580

Standard meeting duration is 45 minutes. ☐ OK
☐ Need more time

**Applicable Code
Chapter:**

- ☐ 1305 (with IBC)
- ☐ 1309 (with IRC)
- ☐ 1311 Existing
Building Code

Type of Construction: Number of Stories:

Building Area: Building Height Above Grade:

Current occupancy use: Proposed use:

Is the building fully sprinklered or not? NFPA13 or 13R?

Zoning district: Other zoning designation, if applicable:

Please provide the following as applicable:

- ☐ A narrative describing the project. Include any pertinent history of the building or site. This must provide all information necessary to give a thorough understanding of the proposal.
- ☐ A written code summary for the building evaluating zoning, fire and building code requirements
- ☐ Specific questions for staff comment.
- ☐ Requests and rationale for modifications or approval of alternate methods.

Plans and a code summary should be provided at preliminary-review meetings. Please provide enough materials for 5 staff. At least one copy should be no larger than 11x17 for our records.

Meeting notes are to be taken by the customer and a copy provided to Building Safety for review. This allows clear and mutual understanding of the issues discussed and comments made at the meeting.



Design Professional Requirements

See rules at <http://www.aelslagid.state.mn.us/>

What is a design professional, and when is one required to design, prepare and certify plans?

A design professional is licensed or certified by the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design (AELSLAGID) to practice their respective disciplines. Plans must be prepared and certified by a design professional unless specifically exempted in state licensing rules. The building code authorizes the building official to require plans to be prepared by a design professional for an exempt building if special conditions exist.

A permit application must include plans and specifications for the project with the name and address of who prepared the plans. Plans must provide information that clearly shows that the project design complies with the building code and other laws and ordinances that apply to the project. The plan preparer must certify that reasonable care has been given to compliance with applicable laws, ordinances, and building codes.

The requirement for quality and completeness of plans and associated documents is the same whether prepared by a design professional or not.

Generally, a licensed design professional is NOT required for the following uses:

One and two family dwellings and townhouses.

Residential accessory structures such as garages with footings at least 5 feet below grade or which are less than 1500 square feet on pre-approved standard engineered slab.

Temporary buildings or sheds used exclusively for construction purposes, not exceeding two stories in height, and not used for living quarters.

Apartments & condominiums, 3 units or less.

Dwellings, lodging houses, attached single family dwellings, townhouses, and congregate residences (each accommodating 10 persons or less).

Business uses which are not greater than 2-stories with a basement and not greater than 2250 gross square feet.

Retail uses which are not greater than two-stories with a basement and not greater than 1,500 gross square feet.

Assembly uses intended for dining and drinking with an occupant load of less than 50 people, providing seating for not more than 20 people and not greater than 1000 gross square feet.

Low hazard factory industrial uses as which are not greater than one story with no basement and not greater than 3,000 gross square feet.

Aircraft hangars and helistops which are not greater than one story with no basement and not greater than 3,000 gross square feet.

Storage for non-combustible materials and products which are not greater than one story with no basement and not greater than 5,000 gross square feet. Open or enclosed parking garages are not exempted.

Farm buildings, carports, greenhouses, sheds, and stables not greater than one story with no basement and not greater than 1,000 gross square feet and , tanks, towers, fences not over 6' feet high, and retaining walls with 4' or less of vertical exposed face.

Taken from: MN Rules 1300.0130 Subp. 1, MN Statutes 326.02 to 326.15, MN Rules 1800



Code Summary Requirements

When is a Code Summary required?

A CODE SUMMARY document is required for commercial projects and is a summary description of major building code required life-safety and accessibility components of a project.

What is the purpose?

The CODE SUMMARY presents to the plan reviewers pertinent code issues. This shortens the time the reviewer must spend studying the plans in order to learn the intended method of complying with type of construction, allowable area, number of exits, location of fire walls, smoke barriers, accessible routes, plumbing fixture calculations, zoning issues, parking calculations, etc.

The CODE SUMMARY becomes a record of code compliance necessary for work proposed in or additions to existing buildings.

What information is required?

A CODE SUMMARY must include a written summary of the following information, as applicable to the project.

- Facility information
 - Name of building
 - Address
 - Owner name
 - Owner contact info, including address and email
- Designer information
 - Name of design professional
 - Firm name
 - Contact information, including phone, address and email
- A list of codes the building was designed to comply with
- Description of work
 - New building, addition, remodeling, change of use, prior use, etc.
- Area, height & number of stories
- Type of construction
- Occupancy use group classifications
- Separated or Non-separated uses
- Calculations showing compliance for allowable area, height & stories, including calculations for frontage increase

- Extent of active fire-protection features: Sprinklers, standpipes, detection, alarms, smoke-control, emergency power, lighting, etc.
- Proposed alternate methods or material stated and justified
- Requests for modifications stated and justified
- Delayed submittal requests stated and dates of submittal proposed

A graphic representation, such as a LIFE-SAFETY PLAN or CODE PLAN, is also required but does not replace the required written summary. This plan must include:

- Floor plans
- General room layouts with uses clearly shown and number of occupant for each room
- Distance to property lines, streets, and buildings on same site
- Location and rating of rated walls
- Fire walls, fire barriers, fire partitions, smoke barriers, corridors, horizontal exits, exit enclosures, exit passageways
- Occupancy Classifications for all spaces, including identification of incidental use rooms and accessory use spaces
- Types of Construction
- Exits, interior and exterior, with full means of egress shown
- Exit signage
- Number of occupants using each exit and calculation of exit width
- Emergency lighting locations
- Travel distance shown
- Common path of egress shown
- Fire department connection and control panel
- Accessible entrances and exits
- Elevators
- Areas of refuge.



**City of Duluth
Fire Department - Building Safety**

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When a Survey is Required

The following explains when a boundary survey is required to be submitted in addition to a site plan:

New buildings

Site plans and construction layouts for new principal buildings must be based upon site pins. The recorded plat is a registered survey. If the platted lot can be identified on the ground using site pins, a separate survey is not required. If the property boundaries cannot be located at the site, a survey is required to verify the location of the property corners (pins).

Additions and new buildings in the flood plain require two surveys. This is required to fill out the certificate of elevation required by the National Flood Insurance Program, The first is to identify the boundaries and elevations of the lot, and the second one is done after construction to certify the elevation of the building.

Residential accessory structures and additions or decks attached to existing residential buildings

A survey may not be warranted if:

Property pins can be located to measure from or the property owner has made a credible attempt to locate the property boundaries based upon accurate measurements from identifiable known surveyed markers and setbacks are sufficient to accommodate a reasonable margin of error for measuring process.

Basis for requirements

These guidelines are based on Minnesota State Building Code Section 1300.0130, Subpart 4: Site plan:

“The construction documents submitted with the application for permit shall be accompanied by a site plan drawn to scale, showing the size and location of new construction and existing structures on the site, distances from lot lines, the established street grades, and the proposed finished grades, and it shall be drawn according to an accurate boundary line survey.” It also provides “The building official may waive or modify the requirement for a site plan if the application for permit is for alteration or repair or when otherwise warranted.”



Fire Code Development Assistance Brochure

For questions about this handout, contact the Duluth Fire Marshal's Office at 218/730-4398.

Fire Access Roads

Fire access roads are required for all buildings when exterior walls are more than 150 feet from fire department vehicle access, as measured by an unobstructed approved route around the exterior of the building.

Access Road Requirements

- Access roads shall have 20 feet minimum curb to curb paved width, and an unobstructed height of 13 feet 6 inches. Buildings or portions of buildings exceeding 30 feet in height above the lowest level of fire department vehicle access must be capable of accommodating fire aerial apparatus, and shall have a minimum unobstructed width of 26 feet. Overhead utility and power lines shall not be located within aerial fire apparatus roadway. At least one of the required access routes meeting this condition shall be located within a minimum of 15 feet and a maximum of 30 feet from the building, and shall be parallel to one entire side of the building.
- Required width of access roads shall not be obstructed in any manner. Parking shall not be allowed along roadways less than 28 feet in width. Parking is not allowed in turnarounds. The entire area of required turnarounds shall remain unobstructed at all times.
- Any fire access road longer than 150 feet shall be provided with a turnaround at the end with either a cul-de-sac having a turning radius of 45 feet, or another type of approved turnaround such as a hammer head, examples are illustrated in Appendix D of the Minnesota State Fire Code.
- Fire access roads must support the weight of emergency vehicles on an all weather basis.
- Fire access roads shall be marked with permanent NO PARKING –FIRE LANE signs.
- Fire access roads and specifications for compliance shall be shown on construction documents submitted with building permit application for review by the Fire Marshal.

Fire Hydrants

- No structure shall be more than 300 feet travel distance from a fire hydrant. Exceptions: Group R-3 and Group U occupancies, the distance shall be 400 feet. For buildings equipped throughout with an approved automatic sprinkler system, the distance shall be 400 feet.
- Where a fire hydrant is located on a fire apparatus road, the minimum road width shall be 26 feet.
- Fire hydrant locations, existing and proposed new, with dimensioned distance to buildings shall be shown on the site plans submitted with building permit application.

Miscellaneous

- New and existing buildings shall have approved address numbers placed in position to be plainly visible from street or road fronting property. These numbers shall contrast with their background.
- Fire protection equipment and rooms containing critical equipment are to be identified. (i.e. rooms containing air conditioning controls, sprinkler risers and valves, fire alarm panel, or other suppression or control elements)
- Fire department connection (FDC) locations shall be on the address side of the building, unless approved by the Fire Marshal.
- A minimum of 3 foot clearance shall be maintained at all times around the circumference of fire hydrants, fire extinguishing equipment, standpipe outlets, etc.
- The number and location of Fire Department Lock box(s) shall be determined by the Fire Marshal. Mounting height of the key box shall be 6 feet to the bottom of the box from grade.

For further information regarding these requirements contact the Fire Marshal at 218-730-4398.



CAF WLSSD Capacity Availability Fee

CITY OF DULUTH
Fire Department Building Safety Division
210 City Hall • Duluth, MN 55802
V (218) 730-5300 • F (218) 730-5901

FAQs

Residential Customers

Do I have to pay a CAF fee?

- **If you are building a new home or adding one or more dwelling units to an existing home you must pay a CAF fee.**

What will my CAF fee be?

- **If you are building a one family dwelling or adding one dwelling unit, one CAF unit, the CAF fee will be \$940.**
- **Two family dwelling or addition of two units,
 $2 \text{ CAF units} \times \$940 = \$1880$.**
- **Three family dwelling or addition of three units,
 $3 \text{ CAF units} \times \$940 = \$2820$.**
- **Four or more dwelling units, contact WLSSD for CAF unit and fee determination.**

Non-Residential Customers

Do I have to pay a CAF fee?

- **If, as determined by WLSSD criteria, your new building, addition to existing building, alteration or change of use will increase the amount of wastewater flow within the WLSSD system, you will pay a CAF fee.**

What will my CAF fee be?

- **Contact WLSSD to obtain a Procedure Manual with criteria for CAF unit and fee determination. You will submit your unit and fee calculations directly to WLSSD for approval. Bring WLSSD approved calculations and CAF unit total to Building Safety to pay fees.**

All Customers

When do I pay the CAF fee?

- **The CAF fee is to be paid at the time the building permit is issued.**

How do I pay the fee?

- **CAF fees are paid at the Duluth Building Safety office in Room 210 City Hall with a check or money order PAYABLE TO WLSSD, SEPARATE FROM OTHER BUILDING PERMIT RELATED FEES. Cash and credit cards are not accepted by Building Safety for CAF fees.**

In 2005 the Western Lake Superior Sanitary District (WLSSD) adopted a Capacity Availability Fee (CAF) to address the cost of sewer system capacity constructed to meet the needs of future growth in the service area. The CAF reflects the cost of system capacity available for expanded connections and uses. CAFs will be assessed by WLSSD beginning 1 January, 2006 for all new sewer connections and for construction resulting in expanded use of the sewer system.

The City of Duluth Building Safety Office, by city council resolution, acts for WLSSD as the collector of CAFs. CAFs are to be paid at the Building Safety office in a check or money order made payable to WLSSD when a building permit is issued.

The CAF amount is calculated using a formula determined by WLSSD based on an anticipated volume of wastewater generated when the building is in use. Each CAF unit is equal to 260 gallons of daily wastewater flow. Each CAF unit is \$940.00. Single family dwellings will pay for one CAF unit, and each additional dwelling unit equals one additional CAF unit. For non-residential buildings the criteria to determine number of CAF units takes into account average wastewater flows for specific activities that will typically occur.

Except for one, two and three family dwellings, the number of CAF units for each project will be determined by WLSSD using information provided directly to WLSSD by the customer. WLSSD has published a Capacity Availability Fee Procedures Manual detailing the CAF program and the criteria for determining number of units for commercial properties. Copies of the manual are available from WLSSD. CAF units are calculated by the customer or his/her architect, contractor or other agent. Calculations and supporting information are submitted to WLSSD for approval. The WLSSD approved CAF unit total is presented to Duluth Building Safety by the customer with payment of the CAF.

Direct ALL questions related to the Capacity Availability Fee, CAF unit determinations and requests for the CAF Procedures Manual to WLSSD Planning Department staff.

Western Lake Superior Sanitary District

**2626 Courtland Street
Duluth MN 55806
Phone: 218/722-3336
Fax: 218/727-7471**

**Dan Belden
Senior Planner
dan.belden@wlssd.duluth.mn.us**



CITY OF DULUTH

DEPARTMENT OF PUBLIC WORKS/UTILITIES
Utility Operations
520 Garfield
Duluth Minnesota 55802

Fats, Oils and Grease Ordinance Compliance

For all projects with food service facilities, plans must be reviewed and written approval provided prior to issuance of a plumbing permit.

Contact:

Project Coordinator - Fats Oils & Grease Compliance

Chris Kleist

218/730-4063

ckleist@duluthmn.gov

Plans will be submitted to the Project Coordinator who will review the plans and provide approval or other comments in writing. A plumbing permit for projects involving a food service facility cannot be issued until this written approval is received.

For more information about the FOG ordinance, see this link:

http://www.duluthmn.gov/building_safety/index.cfm or call the Project Coordinator with questions.



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Commercial Energy Code Compliance

Commercial and multi-family residential buildings must comply with Minnesota's Commercial Energy Code, Minnesota Rules Chapter 1322 which adopts and amends ASHRAE Standard 90.1.

Submit the forms found at this link:

<http://www.ashrae.org/technology/page/97> (scroll down the page to "Interactive 90.1-2004 Compliance Forms")

to demonstrate compliance with the Commercial Energy Code.



Permit Fee Schedule 2007

Building Safety Division Room 210 City Hall Duluth MN 55802 Phone 218/730-5300 Fax 730-5901

1997 BUILDING PERMIT FEES (ORDINANCE #03-045-O) ADOPTED BY COUNCIL ACTION EFFECTIVE: DECEMBER 1, 2003

VALUATION \$	FEE \$	VALUATION \$	FEE \$	VALUATION \$	FEE \$
1 to 500	23.50	12,001 to 13,000	223.25	38,001 to 39,000	532.65
501 to 600	26.55	13,001 to 14,000	237.25	39,001 to 40,000	542.75
601 to 700	29.60	14,001 to 15,000	251.25	40,001 to 41,000	552.85
701 to 800	32.65	15,001 to 16,000	265.25	41,001 to 42,000	562.95
801 to 900	35.70	16,001 to 17,000	279.25	42,001 to 43,000	573.05
901 to 1,000	38.75	17,001 to 18,000	293.25	43,001 to 44,000	583.15
1,001 to 1,100	41.80	18,001 to 19,000	307.25	44,001 to 45,000	593.25
1,101 to 1,200	44.85	19,001 to 20,000	321.25	45,001 to 46,000	603.35
1,201 to 1,300	47.90	20,001 to 21,000	335.25	46,001 to 47,000	613.45
1,301 to 1,400	50.95	21,001 to 22,000	349.25	47,001 to 48,000	623.55
1,401 to 1,500	54.00	22,001 to 23,000	363.25	48,001 to 49,000	633.65
1,501 to 1,600	57.05	23,001 to 24,000	377.25	49,001 to 50,000	643.75
1,601 to 1,700	60.10	24,001 to 25,000	391.25		
1,701 to 1,800	63.15	25,001 to 26,000	401.35		
1,801 to 1,900	66.20	26,001 to 27,000	411.45		
1,901 to 2,000	69.25	27,001 to 28,000	421.55		
2,001 to 3,000	83.25	28,001 to 29,000	431.65		
3,001 to 4,000	97.25	29,001 to 30,000	441.75		
4,001 to 5,000	111.25	30,001 to 31,000	451.85		
5,001 to 6,000	125.25	31,001 to 32,000	461.95		
6,001 to 7,000	139.25	32,001 to 33,000	472.05		
7,001 to 8,000	153.25	33,001 to 34,000	482.15		
8,001 to 9,000	167.25	34,001 to 35,000	492.25		
9,001 to 10,000	181.25	35,001 to 36,000	502.35		
10,001 to 11,000	195.25	36,001 to 37,000	512.45		
11,001 to 12,000	209.25	37,001 to 38,000	522.55		

\$643.75 for the first \$50,000 plus \$7.00 for each additional \$1,000 or fraction thereof, to and including \$100,000.

\$993.75 for the first \$100,000 plus \$5.60 for each additional \$1,000 or fraction thereof, to and including \$500,000.

\$3,233.75 for the first \$500,000 plus \$4.75 for each additional \$1,000 or fraction thereof, to and including \$1mill.

\$5,608.75 for the first \$1mill. plus \$3.15 for each additional \$1,000 or fraction thereof.

STATE SURCHARGE

Valuation of Structure

\$1,000,000 or less
 \$1,000,001 to \$2,000,000
 \$2,000,001 to \$3,000,000
 \$3,000,001 to \$4,000,000
 \$4,000,001 to \$5,000,000
 Greater than \$5,000,000

Surcharge Computation

.0005 x Valuation
 \$500 + .0004 x (value - \$1,000,000)
 \$900 + .0003 x (value - \$2,000,000)
 \$1,200 + .0002 x (value - \$3,000,000)
 \$1,400 + .0001 x (value - \$4,000,000)
 \$1,500 + .00005 x (value - \$5,000,000)

PLAN CHECKING FEE

(if required)

65% of the Building Permit Fee

Special Inspection Program Summary and Acknowledgment

Minnesota State Building Code 1305 Chapter 17

CITY OF DULUTH Building Safety Division
Ph 218-730-5300 Fax 218-730-5901



Instructions: Determination of required special inspections per SBC Section 1704 shall be by the design professional or structural engineer of record. The form shall be fully completed. All parties shall sign the form as indicated: DP or SE, Contractor, Owner and assigned special inspector(s). Special inspector(s) must be approved by the Building Official.

PROJECT ADDRESS								
DESIGN PROFESSIONAL OF RECORD (Print)					Signature DESIGN PROFESSIONAL OF RECORD			
OWNER (Print)					Signature OWNER			
CONTRACTOR FIRM (Print)			CONTRACTOR CONTACT PERSON (Print)			Signature CONTRACTOR		
Code Section	Type of Inspection	Req'd	Not Req'd	Inspection Type	Name of Inspection Firm	Name of Person Assigned to Inspect	Phone	Signature of Person Assigned to Inspect
1704.2	Fabricators							
1704.3	Steel							
1704.4	Concrete							
1704.5	Masonry							
1704.6	Wood							
1704.7	Soils							
1704.8	Pile Foundations							
1704.9	Pier Foundations							
1704.10	Sprayed Fire Resistant Coatings							
1704.11	Mastic & Intumescent Fire Resistant Coatings							
1704.12	EIFS							
1704.13	Special Cases							
1704.14	Smoke Control							
Building Safety Division REVIEWED BY								Date



Special Inspections

- Special inspections are required when the type of work described in Minnesota State Building Code, 2006 International Building Code Chapter 17, listed on the form, is part of the project.
- Third party inspectors, not City staff, are hired by the owner to provide inspections of the listed items during construction.
- The special inspections are required **in addition** to inspections by City inspectors.
- The special inspector (SI) is employed by the owner, not the general contractor, because the inspection is of the contractor's work and the purpose of the inspection is to protect the owner.
- The responsibility for determining whether special inspection is required lies with the design professional.
- The architect or engineer must review the applicable section of the State Building Code, currently Section 1704, and determine which components of construction require special inspection.
- The architect and owner select a qualified SI for each item.
- The SI performs the required inspection and provides a report of the results to the owner, the contractor and to Building Safety.

The Special Inspection Form (SI Form)

- The form provides a summary of which special inspections are required for a particular project and who will do them.
- When the form is completed, it demonstrates that the architect/engineer, owner, contractor and designated special inspector agree to provide for the listed special inspections.
- The owner will employ the SI, the contractor will call the SI at appropriate times during construction, the SI will perform the inspection and provide reports of his work to the owner, contractor and code official.
- **If the form is not completed it does not demonstrate agreement between all parties, so will not be accepted by Building Safety.**
- The form will always require signatures of the owner, contractor, architect, engineer and at least one special inspector, unless the architect or engineer indicates no special inspections required.

How to know whether an SI Form is required for a project

- **Special inspections of work described on the form and in the building code (currently SBC Chapter 17) and the SI form are required whenever design is required by an architect or engineer UNLESS the work is minor in nature.**
- The architect must make a determination as to whether or not the work is minor and clearly state in writing, on the plans or on a SI form with the architect's signature that the work is minor and that special inspection is not required.
- This determination is subject to review by Building Safety.

Report Requirement

- The special inspector shall furnish inspection reports to the building official.
- Reports shall indicate that work inspected was done in conformance to approved construction documents. Discrepancies shall be brought to the immediate attention of the contractor for correction.
- If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the building official and to the registered design professional in responsible charge prior to the completion of that phase of the work.
- A final report documenting required special inspections and correction of any discrepancies noted in the inspections shall be submitted at a point in time agreed upon by the permit applicant and the building official prior to the start of work, prior to Certificate of Occupancy unless determined sooner by the building official.



**City of Duluth
Fire Department - Building Safety**

411 West First Street • Room 210 • Duluth, Minnesota • 55802-1194
218-730-5300 • Fax: 218-730-5901 • www.duluthmn.gov

An Equal Opportunity Employer

Unified Development Chapter Zoning Compliance Summary

The Unified Development Chapter (UDC), zone district maps and overlay maps are available online at http://www.duluthmn.gov/planning/zoning_regulations/index.cfm.

References are to Duluth Unified Development Chapter unless otherwise noted.

Project Address: **Parcel ID #:**

Proposed use:

With this summary form, provide a site plan based on a boundary survey which is accurate, drawn to scale and shows clearly and in adequate detail that the proposal complies with the UDC as well as applicable building and fire code provisions.

UDC 50-41.300 p. 357, MSBC 1300

For zoning review, in addition to this summary and a site plan, provide a narrative summary of UDC requirements and how compliance is achieved for each applicable provision.

Provide the following information about the project:

Zone District (See UDC Table 50-13.3-1 p. 10) and zoning maps online at <http://www.duluthmn.gov/planning/maps.cfm>):

Is the proposed use permitted in the zone district? Table 50-19.8 p. 118

- | | |
|---|---|
| <input type="checkbox"/> Permitted use | <input type="checkbox"/> Accessory use |
| <input type="checkbox"/> Special use | <input type="checkbox"/> Not listed |
| <input type="checkbox"/> Permitted upper story only | <input type="checkbox"/> Legal Non-conforming use (See UDC 50-38) |

Dimensional standards for zone district 50-14 through 50-17 p. 13

Required	Dimensional Standard	Proposed
	Minimum lot area	
	Min. lot frontage	
	Min. front yard depth	
	Min. side yard width	
	Min. corner lot front side yard width	
	Min. rear yard depth	
	Max. Building height	

Note additional dimensional standards in 50-21 p. 153.

Which overlay districts apply to this site (see overlay districts in UDC 50-18 p. 62 or online at <http://www.duluthmn.gov/planning/maps.cfm>)?

☐ Natural Resources Overlay 50-18.1

Does the site contain wetlands? 50-18.1.B and 50-41.356 ☐ Yes ☐ No

▪ Wetland delineation prepared ? (50-18.1.B(a)) ☐ Yes ☐ No

Flood Plain 50-18.1.C

☐ Floodway 50-18.1.C.2

▪ Is the proposed use permitted in a floodway? ☐ Yes ☐ No

▪ Does the proposed use require a special use permit? ☐ Yes ☐ No

▪ If so, review procedures in UDC Article V for application for a special use permit.

☐ Flood Fringe 50-18.1.C.3

▪ Is the proposed use permitted in a flood fringe? ☐ Yes ☐ No

▪ Does the proposed use require a special use permit? ☐ Yes ☐ No

▪ If so, review procedures in UDC Article V for application for a special use permit.

☐ General Flood Plain District 50-18.1.C.4

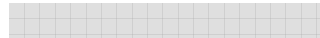
▪ Is the proposed use permitted in the general flood plain district? ☐ Yes ☐ No

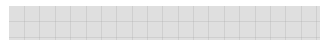
▪ If not, floodway/flood fringe determination required prior to determining permitted and special uses.

Shorelands 50-18.1.D and Table 50-18.D-1

Minimum Required	Shoreland Standard (Table 50-18.1.D-1)	Proposed
	Structure Setback from High Water Level	
	Impervious Surface Setback from High Water Level	
	Minimum width of Naturally Vegetative Buffer	

☐ Storm Water Management and Erosion Control 50-18.1.E

▪ What is the total area of land disturbance? 

▪ What is the total of new impervious area created and/or redeveloped? 

▪ Project is in: ☐ Zone A ☐ Zone B

☐ Airport Overlay 50-18.2

▪ Project is in Airport Safety Zone: ☐ A ☐ B ☐ C **OR**
☐ Sky Harbor Airport Overlay Zone:

☐ Historic Resources Overlay 50-18.3

▪ Project is on a site listed in UDC Exhibits 50-18.3-2, 50-18.3-2 or 50-18.3-3

☐ Skyline Parkway Overlay 50-18.4

▪ Project is within 200' of Skyline Parkway (downhill side only)

Do use specific standards apply to this project? 50-20 p. 128

- ☐ Residential Uses 50-20.1
☐ Public, Institutional and Civic Uses 50-20.2
☐ Commercial Uses 50-20.3
☐ Industrial Uses 50-20.4
 ☐ Major Utility or Wireless Telecommunications Facility
 ☐ Is a special use permit required? 50-20.4.E ☐ Yes ☐ No
☐ Accessory Uses 50-20.5

Is the lot served by municipal sewer? ☐ Yes ☐ No

Are exceptions or encroachments listed in UDC 50-21.3 utilized for this project?

- ☐ If so, describe each:

Do connectivity and circulation requirements apply to this project? 50-24. p. 197 ☐ Yes ☐ No

Do off street parking requirements apply to this project? 50-24. p. 197 ☐ Yes ☐ No

- ☐ How many off-street parking spaces are required per Table 50-24-1 with the adjustments in 50-24.3? _____
 ☐ Are transit adjustments or shared parking used? ☐ Yes ☐ No
☐ What is the maximum number of off street parking spaces allowed? 50-24.4 _____
 Location of parking must comply with 50-24.6
☐ Is a loading space required? ☐ Yes ☐ No

Landscaping Requirements 50-25	YES	NO
Street frontage landscaping (50-25.3)		
Parking lot landscaping (50-25.4)		
Landscaping between differing land uses (50-25.5)		
Tree preservation (50-25.9)		

Screening Requirements 50-26	YES	NO
Mechanical equipment screening, roof or ground mounted (50-26.1)		
Service or off street loading area screening (50-26.2)		
Commercial container screening (50-26.3)		

Do sign standards apply? 50-27. p. 225

- ☐ Yes If YES, separate sign permit application required. Find forms and submittal requirements on the Building Safety website at http://www.duluthmn.gov/building_safety/permits/Sign%20Permit%20Application.pdf

☐ No. Why not?

Do sustainability standards apply? 50-29. p. 242 ☐ Yes ☐ No

☐ Yes. How many points required from Table 50-29-1?

If YES submit sustainability checklist, available at

http://www.duluthmn.gov/planning/planning_commission/documents/SustainabilityChecklist, with building permit application.

☐ No. Why not?

Do design standards apply? 50-30 p. 244

☐ Yes ☐ No

☐ Multi-family residential

☐ Industrial

☐ Commercial

☐ Parking garage

☐ Mixed use

Do exterior lighting standards apply? 50-31 p. 250

☐ Yes ☐ No

☐ Multi-family residential

☐ Mixed use

☐ Commercial or Institutional

☐ Industrial

UDC Applications

If the project requires any type of UDC application process, including:

- | | |
|--|--|
| ▪ Zoning Map Amendment | ▪ Variance |
| ▪ District Plan Adoption or Amendment | ▪ Special Use or Interim Use Permit |
| ▪ Subdivision Plat Approval or Amendment | ▪ Planning Review |
| ▪ Vacation of Street | ▪ Sidewalk Use Permit |
| ▪ Concurrent Use of Streets Permit | ▪ Historic Construction/Demolition Permit, |
| ▪ Historic Resource Designation | |

the process must be completed and written documentation provided at the time of application for a building permit.

See UDC Article V and the UDC Application Manual (online at

http://www.duluthmn.gov/building_safety/index.cfm) for information about UDC application submittal requirements and procedures.

SUSTAINABILITY CHECKLIST

Instructions

1. Figure out how many points you need based on UDC Section 50-29:
 - Residential development with 3-29 units: 3 points.
 - Residential development with 30 or more units: 4 points.
 - Non-residential development with 10,000 to 25,000 sq. ft: 3 points.
 - Non-residential development with a total square footage of more than 25,000 sq. ft: 4 points.
2. Write the number of points in the Points Earned column for those items your project will include.
3. The responsible Minnesota licensed architect or engineer shall prepare a Sustainability Summary which includes the following:
 - A detailed narrative description of each menu item used to earn points for the project.
 - Clear references to the location within the construction documents (plans, specifications, or other documents) where each item is addressed (sheet, page, detail, etc.)
 - A statement that the plans, specifications and construction documents provide compliance with the items used to earn points for the project.
 - Certification by the licensed architect or engineer.
4. Attach any documentation required for those items
5. For those items indicated with 'x' in the menu table, complete the table with name, firm or licensing and signature of special inspector.
6. Enter the total points for your project on the last page of the worksheet.
7. **The architect or engineer for the project and the owner must sign and date this checklist and special inspection program.**

PROJECT ADDRESS: _____

Item	Points Available	Points Earned	Documentation Needed	Name of Special Inspector	Inspection Firm or MN license	Signature of Special Inspector
LOCATION						
Development on previously used or developed land that is contaminated with waste or pollution (brownfield site)	1.50		Geotechnical Report			
Development on previously used or developed land that is not contaminated (site re-use)	0.75					
Development on a previously undeveloped site that is located immediately adjacent to existing city roadway and utility infrastructure	0.25					
ENERGY EFFICIENCY						
Meet ASHRAE standard 189.1 (Section 7.4.2) for building envelope design ^[1]	1.50		x			
Meet ASHRAE standard 189.1 (Section 7.4.6) for	0.75		x			

lighting ^[1]						
Meet ASHRAE standard 189.1 (Section 7.4.3) for HVAC equipment ^[1]	0.75		x			
Meet Energy Star standards for low rise residential or exceed ASHRAE 90.1-2004 energy efficiency standards by 15%. ^[2]	1.00		x			
ALTERNATIVE ENERGY						
Generate or acquire a minimum of 15% of the electricity needed by the development from alternative energy sources (solar, wind, etc)	1.00		x			
Install solar panels on a minimum of 15% of homes dwelling units contained in one-family, two-family, or townhouse dwellings	0.75		x			
Pre-wire a minimum of 10% of residential dwelling units for solar panels	0.25		x			
Install solar panels on primary structure, or at least 50% of buildings in a multi-building complex	0.75		x			
PASSIVE SOLAR						
A minimum of 20% of residential dwelling units or lots are oriented within 20% of east-west for maximum passive solar exposure	1.00					
At least 20% of non-residential buildings have one longer axis oriented east-west for maximum solar exposure	1.00					
WATER						
Install a "cool roof" or green vegetated roof on the primary structure, or at least 50% of primary buildings in a multi-building complex. Cool roofs shall have a Solar Reflectance Index of 78 for flat roofs or 29 for roofs with a slope greater than 2:12. Green or vegetated roofs shall include vegetation on at least 50% of the roof area (25% for renovated buildings) and shall use only plant materials permitted by the landscaping standards in Section 50-25	2.00		x			
Meet ASHRAE standard 189.1 (Section 6.3.1) for site water use reduction ^[1]	0.75		x			
Meet ASHRAE standard 189.1 (Section 6.3.2) for building water use reduction ^[1]	0.50		x			
VEGETATION						
Retain at least 20% of existing pre-development natural vegetation	0.75		x			

Turf grass is limited to 40% of the landscaped area.	0.25		x			
URBAN AGRICULTURE						
A fenced, centrally located community garden space is provided for residents and for urban gardening purposes at a ratio of 50 sq. ft. per dwelling unit as part of the overall landscape plan	1.00		x			
A minimum of one on-site composting station is provided for every 25 units	0.25		x			
TRANSPORTATION						
Source a minimum of 20% by cost of construction materials from recycled products or products manufactured, extracted, harvested, or recovered within 250 miles of the site	1.50					
A minimum of 1% of required automobile parking spaces are signed and reserved for hybrid/electric/low energy vehicles in preferred locations near the primary building entrance	0.25		x			
TOTAL POINTS						

Signature below signifies that the items indicated as part of the project will be included in the final construction of the project and maintained on an ongoing basis as a continuing part of the development and that, for the items indicated, special inspection will be by a third party inspector who will submit a report of special inspection for each item prior to approval of Certificate of Occupancy.

Signature of Permit Applicant

Date _____

Signature of Owner

Date _____



Plan Intake Checklist Commercial & Multi-Family Residential

Applicants, use this checklist to make sure your plans and application packet are complete. Permitting staff will check your application using this checklist. If all items are provided, your application will be accepted and routed for all required reviews. If items are missing, your plans will not be accepted and you will be given a copy of this checklist indicating which items are missing. Bring this list to the permit counter when you come or return to make your permit application.

Project address

Applicant name

Applicant phone

Applicant Checklist	Required Item	Required-New Building	Required-Addition	Required-Interior Remodel with Change of Use	Required-Interior Remodel NO Change of Use	Sewerwork and Foundation Only	Staff use only	
							Pre-Application Verification	STAFF
							Verified	Not Accepted
	Three identical full sets of plans (survey, civil, arch, struct, MP&E, etc.)	x	x	x	x	x		
	One specification manual in hard copy and one in electronic format	x	x	x	x	x		As applicable to the project <
	If more than 25 plumbing fixture openings, a fourth full set of plans	As applicable all categories						<
	One 11x17 complete full set including survey and zoning code summary. May exclude mechanical and structural	x	x	x		x		
	One 11x17 complete civil sets including survey	x	x	x		x		
	Plans certified and signed by MN licensed design professional(s) in accordance with MN Rules	x	x	x	x	x		
	Project Worksheet completed	x	x	x	x	x		
	Completed UDC Zoning Compliance Summary	x	x	x		x		
	Completed Sustainability Checklist for new residential development 3 or more units or non-residential with GFA 10,000 SF or more, 2 copies (can be delayed, but required prior to plan review)	x						As applicable to the project <
	Erosion control permit application and plans	x	x			x		If applicable to the project <
	Drainage Report. One Copy.	x	x			x		If applicable to the project <
	City of Duluth Public Improvement plan, 5 copies, 11 x 17.	x	x			x		If applicable to the project <
	Sanitary Sewer Extension Application or copy of email correspondence from Chiet Utilities Engineer stating not required	x	x			x		If applicable to the project <
	Soils Report (can be delayed submittal, but required prior to plan review) one hard copy and one in electronic format	x	x			x		<
	Other plans and documents as required by UDC, 2 copies	x	x	x		x		As applicable to the project
	Code Summary for Building Code (see handout for required information), 3 copies	x	x	x	x	x		
	Calculations for area increases shown	x	x	x		x		<
	Sprinklered or Not indicated	x	x	x	x	x		
	Three copies of a Code and Life Safety Plan [showing fire resistive rated construction type & rating per SBC Ch 7, identifying the egress system, exit signage, emergency lighting locations, fire alarm control panel, fire department connection, accessible entrances and egresses, elevators, incidental use rooms, occupancy classifications & types(s) of construction.	x	x	x	x	x		Items as applicable to the project
	Copies of special approvals by Planning Commission or Council	x	x	x		x		
	Survey, number of copies as noted above	x	x	x		x		

Applicant Checklist	Required Item	Required-New Building	Required-Addition	Required-Interior Remodel with Change of Use	Required-Interior Remodel NO Change of Use	Sitework and Foundation Only	Pre-Application Verification STAFF	
							Verified	Not Accepted
	Site Plan. Number of copies as noted above	x	x	x		x		
	Legal description on Site Plan	x	x	x		x		
	Drawn to scale	x	x	x		x		
	Property line dimensions shown	x	x	x		x		
	Consistent with survey	x	x	x		x		
	Existing and proposed structures shown, dimensioned and distances between buildings shown	x	x	x		x		
	Setback dimensions from property lines shown	x	x	x		x		
	Easements on property shown	x	x			x		
	Adjacent streets and alleys shown	x	x	x		x		
	Driveways shown	x	x	x		x		
	Fire equipment access road shown	x	x	x		x		
	Fire hydrants shown w/ dimensions from building	x	x	x		x		
	Special Inspection Form (can be delayed submittal, but required prior to permit)	x	x	x	x	x		<
	Structural calcs (Required prior to plan review. Include design criteria and sample calculations)	x	x			x		If applicable to the project <
	Mechanical Plans, 2 copies	x	x	x	x			If applicable to the project <
	Documentation of compliance with current MN Commercial Energy Code. Download Compliance Forms at http://www.ashrae.org/technology/page/97 - scroll down the page to "Interactive 90.1-2004 Compliance Forms". (Can be delayed submittal, but required prior to plan review)	x	x	x				<
	CAF Fee Determination when applicable (WLSSD Verification) (can be delayed, but required prior to permit)	x	x	x	x	x		If applicable to the project <
	If Food Service Facility is part of the project applicant must submit plumbing plans to Project Manager Chris Kleist (218/730-4063) and Building Safety must receive written approval prior to plumbing permit issuance.	x	x	x	x	x		If applicable to the project <
	Firestopping details approved by the design professional (can be delayed)							If applicable to the project <
	Shop drawings approved by the design professional (can be delayed)							If applicable to the project <
	Written request for use of Alternate Method, Design or Material (can be delayed) (see form for preparation requirements)							If applicable to the project <
	Plans for high piled storage, hazardous material storage and quantities, approved by the design professional before submittal							If applicable to the project <



Duluth Building Safety
411 W 1st Street Duluth MN 55802
218/730-5300 Fax 218/730-5901

Project Information Worksheet

Commercial and 3+ Residential

Submit this completed worksheet at the permit counter with plans, the intake checklist, and any other documents required for your project. This form tells plan reviewers about your project and tells us how to contact you during plan review.

<p>Project Address</p> <p>.....</p> <p>Tax Parcel Number</p> <p>010- - - - - - - - - -</p>	<p>Email REQUIRED</p> <p>Applicant Email</p> <p>.....</p> <p>Owner Email</p> <p>.....</p> <p>Design Pro Email</p> <p>.....</p>		
<p>Applicant Information</p> <p>Name Phone Fax</p> <p>Applicant Address</p> <p>Street City State Zip</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-right: 1px dashed black; padding: 5px;"> <p><i>For office use</i></p> <p>Zone District</p> <p>.....</p> <p>Stormwater Zone</p> <p>.....</p> <p>Overlay Districts</p> <p>.....</p> <p>Special Approvals Required</p> <p>.....</p> </td> <td style="width: 20%; border-right: 1px dashed black; padding: 5px; text-align: center;"> <p>Checked By & Date</p> </td> </tr> </table>	<p><i>For office use</i></p> <p>Zone District</p> <p>.....</p> <p>Stormwater Zone</p> <p>.....</p> <p>Overlay Districts</p> <p>.....</p> <p>Special Approvals Required</p> <p>.....</p>	<p>Checked By & Date</p>
<p><i>For office use</i></p> <p>Zone District</p> <p>.....</p> <p>Stormwater Zone</p> <p>.....</p> <p>Overlay Districts</p> <p>.....</p> <p>Special Approvals Required</p> <p>.....</p>		<p>Checked By & Date</p>	
<p>Owner Information <input type="checkbox"/> Owner is applicant: Contact info same as above</p> <p>Name Phone Fax</p> <p>Owner Address</p> <p>Street City State Zip</p>			
<p>Design Professional Information License #</p> <p>Name Phone Fax</p> <p>Firm</p> <p>.....</p> <p>Design Professional Address</p> <p>Street City State Zip</p>			
<p><i>Please describe the project:</i></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			
<p>Does the project include a Food Service Facility?</p> <p style="text-align: center; font-size: 1.2em;">Yes No</p> <p><u>Food Service Facility</u> is defined as: "Any facility which prepares or serves food for commercial sale or distribution to any members of the public."</p>			
<p>Is submittal of a Sustainability Checklist required?</p> <p style="text-align: center; font-size: 1.2em;">Yes No</p> <p><u>Sustainability Checklist</u> is required for new residential development 3 or more units or non-residential with GRA 10,000 SF or more.</p>			